SATERN

System for Administration, Training, and Educational Resources for NASA

Individual Development Planning (IDP) in SATERN

March 2008

What Is an Individual Development Plan (IDP)?

- An IDP is the official planning and record-keeping document used to capture formal and informal training and development activities of NASA civil servants.

- The IDP reflects both current and future development needs and identifies training and other developmental experiences needed to achieve both personal and Agency goals within a specific timeframe.

- It is developed collaboratively by a NASA employee and his/her supervisor in the SATERN learning management system.

Why Is NASA Implementing IDP in SATERN?

- **Commitment to Learning**
  The Agency is committed to continuous learning that enables the NASA workforce to achieve mission success.

- **Standardized Method**
  The use of a standard IDP form and process across the Agency improves consistency and eliminates redundant processes.

- **Automatic Record-Keeping**
  The SATERN IDP offers real-time information through automatic integration with the learning management system.

- **Improved Efficiency**
  IDPs are electronically routed for review and approval to coaches and supervisors.

> **NASA policy (NPD 3410.2E) supports the enhancement of employee skills and the importance of employee development.**

Are IDPs Mandatory?

- The Agency supports employee growth and development and <u>strongly recommends</u> the use of Individual Development Plans (IDPs) to capture all career development activities.

- The IDP form in SATERN is recognized as the official development planning document within the Agency. While there is no Agency requirement for every employee to have an IDP, if a Center has a requirement for an IDP, employees must use the IDP form in SATERN.

- IDPs will be required for employees that are part of most formal Agency development programs (e.g., SESCDP, LDP, NASA FIRST)
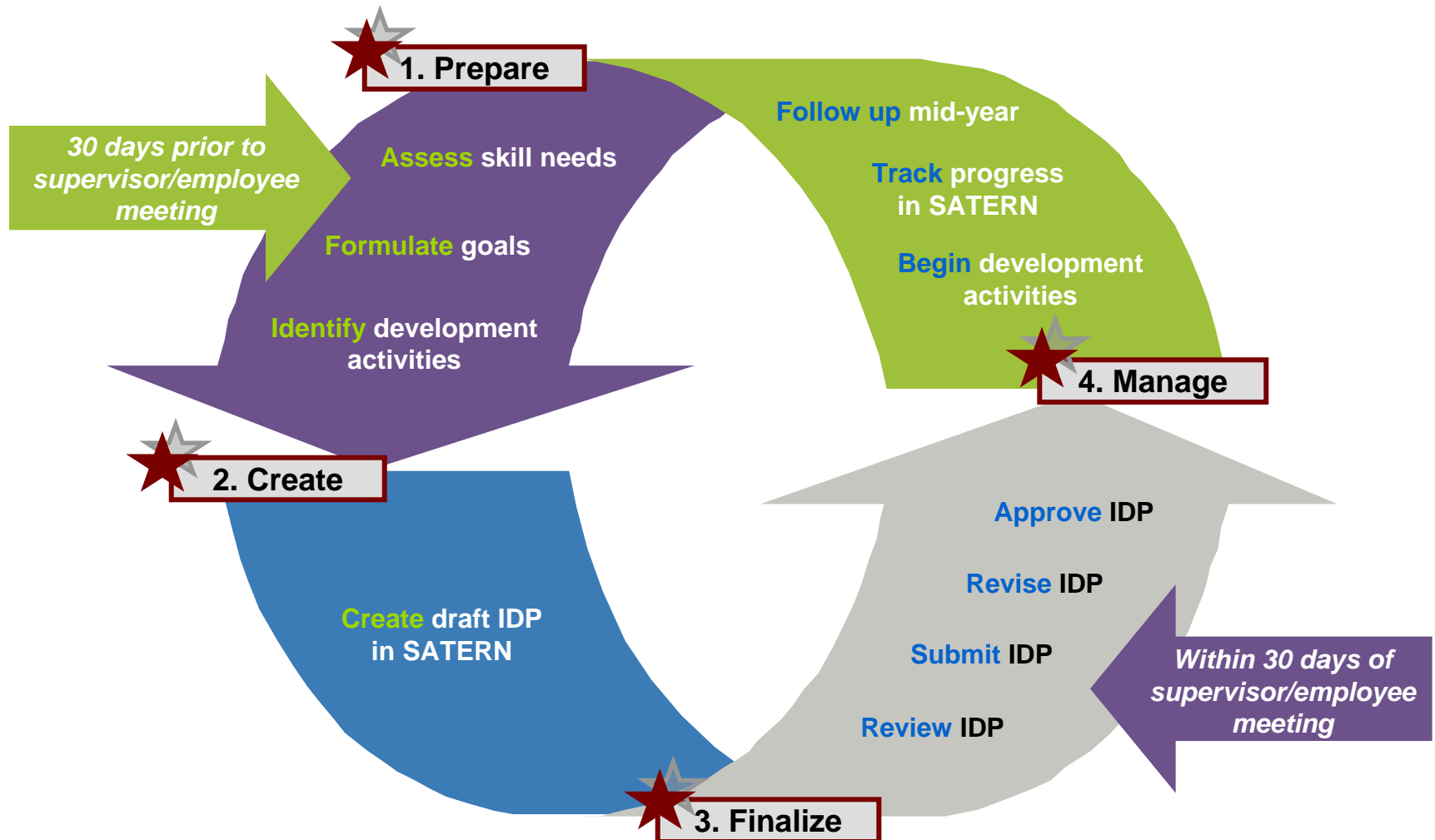
Who Will Be Involved in the IDP Process?

- **NASA civil servants** will determine goals and activities, create IDPs in SATERN, and update progress on activities in SATERN.

- **Coaches and mentors** *(optional)* can work with an employee to provide direction and guidance regarding goal setting and researching development activities, and can view and offer comments on the IDP in SATERN.

- **Supervisors** will work with employees to evaluate skill gaps, development needs, and resources, and will review and approve the IDP in SATERN.

Supervisor-employee communication is the key to success of the IDP process.

IDP Process Phases

1. Prepare

30 days prior to supervisor/employee meeting

Assess skill needs

Formulate goals

Identify development activities

2. Create

Create draft IDP in SATERN

3. Finalize

Review IDP

Submit IDP

Revise IDP

Approve IDP

Within 30 days of supervisor/employee meeting

4. Manage

Follow up mid-year

Track progress in SATERN

Begin development activities

When Will IDPs Be Available in SATERN?

- The IDP will be available in SATERN in mid-March 2008, to allow for training prior to the 2008-2009 performance appraisal period.

- Employees and supervisors can take advantage of this timeframe to discuss goal-setting and development activities.

- Employees will be able to access the IDP functionality in SATERN by selecting the **Career** tab on the SATERN home page.
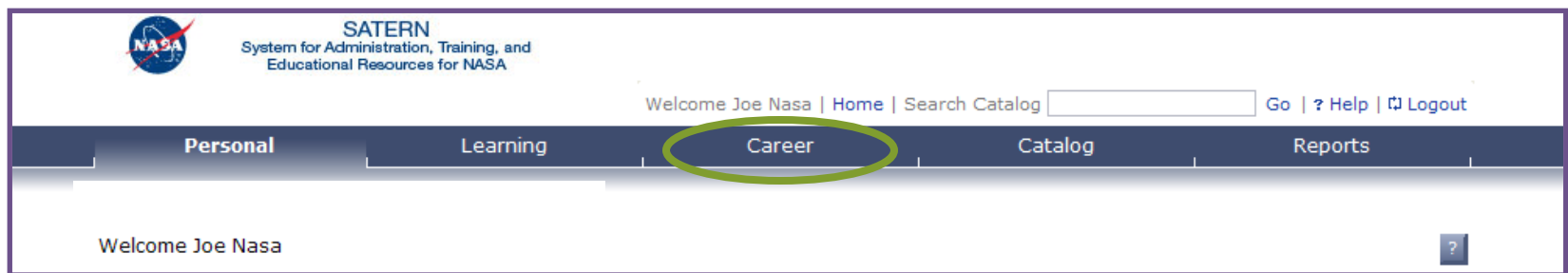
Where Can I Get More Information?

- **Training Events**
  Instructor-led informational sessions, training workshops, and job aids will be available at each Center to help employees, supervisors, and coaches understand and use the new IDP functionality.

- **Other Resources**
  FAQs, job aids, and additional information on the IDP can be found on the SATERN Informational Web site at https://saterninfo.nasa.gov/.

- **Help Desk Support**
  The SATERN Help Desk can provide users with technical assistance at 1-877-NSSC-123 or NASA-satern.support@nasa.gov.

Questions?